

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA**

REVISED GUIDELINES FOR THE PREPARATION OF DOCUMENTS

(Revised January 17, 2014)

These guidelines supplement the general requirements of form set forth in Local Bankruptcy Rule (LBR) 9004-1(a) and apply whether the document is submitted for filing in electronic or paper form.

All petitions and other documents must be legible on white paper (8-1/2 x 11 inches) and must not be defaced by erasures and interlineation. Do not shade or highlight any part of a document. Margins must be no less than one-half inch on all four sides and all documents must be printed on one side only.

Document text must be double-spaced except for the identification of counsel, title of action, category headings, footnotes, quotations, exhibits and descriptions of real property.

Original multi-page documents must be fastened with paper or binder clips and must not be stapled, except proposed orders must be fastened with staples. Original documents must not be hole punched, "blue-backed" or otherwise bound. Do not use index tab pages, cover sheets, separator or divider sheets.

All document pages must be numbered consecutively at the bottom center of the page. Exhibit document pages must also include identification, i.e., Exhibit 1, placed above or below the page number.

All documents must contain a caption setting forth the name of the court, title of the case or proceeding, bankruptcy case, adversary proceeding, and/or miscellaneous proceeding number, title of document, and if applicable hearing information and Docket Control Number (pursuant to LBR 9014-1). (Sample attached).

The title of every document must identify the filing party, briefly state the nature of relief sought (including alternative relief, if any) and, if applicable, describe the document to which it relates, i.e., Debtor's Response to Creditor Y's January 12, 2013 Motion for Relief From Stay. Exhibit document titles must also identify the exhibits included, i.e., Exhibits 1-5 in Support of Creditor Z's Motion for Relief From Stay. The title should appear below or to the right of the caption on the first page of the document.

Motions, notices, objections, responses, replies, declarations, affidavits, other documentary evidence, memorandum of points and authorities, other support documents, proofs of service, and related pleadings must be filed as separate documents. When a document contains multiple pleadings, in accordance with Rule 7 of the Federal Rules of Civil Procedure, i.e., an answer to a complaint and a counterclaim or cross claim, all pleadings contained in the document must be listed in the caption.

Exhibits must be filed as separate documents to which they relate, except proposed orders attached as exhibits to other documents or exhibits referenced within the body of a proposed order or judgment. All documents included in an exhibit must relate to the same document. An index listing individual exhibit(s) must be included as the first page of the exhibit. The list of exhibits included in the exhibit document must identify each exhibit number and document title, and reference the page within the exhibit document on which each begins.

Documents with the same Docket Control Numbers may be included in the same proof of service. Documents with different Docket Control Numbers must not be included in the same proof of service.

Proposed orders for matters set for hearing must not be presented to the Court prior to the hearing.

The Clerk's Office will conform and return one copy of a document to the filing party, if a copy is provided. The copy will be returned by mail only when a self-addressed, stamped envelope of sufficient size is provided.

#1 Sample Caption for General Pleadings

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA
_____ DIVISION

In re)	
)	Case No:
DEBTOR NAME,)	Chapter:
)	DCN: *
)	
_____ Debtor(s)._____)	Date: *
		Time: *
		Judge: *
		Courtroom: *

** Omit if not applicable*

#2 Sample Caption for Adversary Proceeding

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA
_____ DIVISION

In re)	
)	Case No:
DEBTOR NAME,)	Chapter:
)	DCN: *
)	
_____ Debtor(s)._____)	Date: *
)	Time: *
(Name of Plaintiff),)	Judge: *
Plaintiff,)	Courtroom: *
v.)	
)	
(Name of Defendant),)	
)	
_____ Defendant(s)._____)	

** Omit if not applicable*